

THE STATE TRADING CORPORATION OF INDIA LIMITED
Board Secretariat & Parliament Division

STC/BS&P/BS/10032/2017/CIR

18.07.2023

CIRCULAR NO.246

Subject: **Submission of Agendas/ATR to Board/Audit Committee**

In pursuance to the requirements of Companies Act, 2013 and SEBI (Listing Obligation and Disclosure Requirement), 2015, every listed Company is required to hold its Meetings of Board and Audit Committee at regular interval of time i.e within 45 days from the end of quarter for adoption of Unaudited Financial Results and 60 days from the end of financial year for adoption of Audited Financial Results.

In accordance with the requirements of Companies Act, 2013 and SEBI (Listing Obligation and Disclosure Requirement), 2015, the agendas of Board/Audit Committee Meetings are required to be circulated to Board of Directors/Audit Committee Members at least 7 days before the date of meeting.

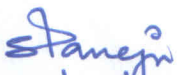
Accordingly, all Divisions are requested to take note of the following:

1. Any agenda item, except unaudited/audited financial accounts agenda, proposed to be placed before Board/ACD shall be submitted by the concerned division, duly approved by the Competent Authority, to BS&P Division within 30 days from the end of quarter/financial year.
2. Action Taken Report (ATR) for the previous Board/ACD directions, shall be submitted by the respective divisions to BS&P Division within 30 days from the end of quarter/financial year.

No agendas / ATR will be accepted after the specified period.

However, in case of exigency, Divisions may place the agendas / ATR before Board/ Audit Committee with the permission of Chairman & Managing Director with reason for delay in placing the same.

This issues with the approval of Chairman & Managing Director.


18/07/2023
(Sonal Taneja)
DGM-BS&P

To: All Divisional Heads

CC: Directors/CVO
CMD